



SUPERIOR COURT OF CALIFORNIA

County of Tuolumne

41 West Yaney Avenue, Sonora, Ca. 95370

Telephone: (209) 533-6914 FAX: (209) 533-6607

Employment Application

POSITION APPLYING FOR: _____

You must use a separate application for each position you are applying for. All items must be completed in detail as applicable for purposes of review. KEEP IN MIND that the acceptance of this application depends on the completeness and applicability of the information that you provide. Unless the spaces are completed in accordance with the instructions, THIS APPLICATION WILL BE REJECTED. Resumes may be attached, BUT WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED APPLICATION.

<p>1. Name: _____ Last First M.I.</p> <p>2. Residence: _____ Address Number & Street</p> <p>3. Mailing Address: _____ City State Zip</p> <p>4. Home Phone: _____ 5. Work Phone: _____</p> <p>6. If you are now employed by the Superior Court of Tuolumne a. Exact Classification _____ b. Division _____</p>	<p>7. Have you ever been convicted of any violation of the law. Exclude traffic infractions. A conviction record is not necessarily a bar to employment. Each case will be given individual consideration, based on job relatedness. _____ yes _____ no</p> <p>8. List any previous names under which you have worked, gone to school, or served in the Armed Forces. _____ _____</p> <p>9. Social Security No: _____</p> <p>10. If you are <u>not</u> a U.S. citizen, have you the legal right to work in the U.S. _____ yes _____ no</p>
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EDUCATION & TRAINING

<p>11. High School _____ Location _____</p> <p>14. Names of Colleges/Universities Attended _____ _____</p> <p>15. Other Relevant Course or Training _____ _____</p> <p>16. Professional Licenses or Certificates _____ Serial No. Date Issued Expiration Date</p> <p>17. Driver's License _____ Number & State</p> <p>19. List any foreign language in which you are fluent: _____</p>	<p>12. Did you graduate _____ yes _____ no</p> <p>13. If no, have you a GED or Calif. High School Proficiency Cert. _____ yes _____ no</p> <p>18. Describe proficiencies in computer applications: _____</p> <p>20. Other skills: _____</p>
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THIS SECTION MUST BE FILLED OUT: (Additionally, you may attach a resume or other relevant documents to further describe your qualifications)

21. EMPLOYMENT HISTORY: List your work record for the past **10** years, beginning with your most recent experience. Include U.S. Military service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

From:	Employer	Position Title
Mo. Yr.	Employer's Address	
To:	Supervisor's Name	Phone
Mo. Yr.	Duties:	
Salary \$		

Reason for Leaving: _____

Number of employees supervised: _____

From:	Employer	Position Title
Mo. Yr.	Employer's Address	
To:	Supervisor's Name	Phone
Mo. Yr.	Duties:	
Salary \$		

Reason for Leaving: _____

Number of employees supervised: _____

From:	Employer	Position Title
Mo. Yr.	Employer's Address	
To:	Supervisor's Name	Phone
Mo. Yr.	Duties:	
Salary \$		

Reason for Leaving: _____

Number of employees supervised: _____

22. Were you ever discharged or forced to resign from any position? ____ yes ____ no
If yes, please explain: _____

23. I hereby give permission to the Superior Court of California, County of Tuolumne, to seek to verify and supplement the information set forth in this application and I release from all liability, damages or legal claims every person seeking or providing information, whether oral or written. I understand that employment with the Court is contingent upon successful completion of a job related medical review/examination, which will include drug testing. A background investigation, including fingerprinting, maybe required for some positions.

24. CERTIFICATION OF APPLICANT: I certify that all statements made in the application are true, and I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Tuolumne.

X _____ **Date:** _____
Signature